

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 26, 2001, with Douglas S. Morgan, and Grady L. Pettigrew present.

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RE: Employee of the Year 2000.

Commission Member Morgan announced that Tammy Rollins, Personnel Administrative Officer, has been selected for Employee of the Year for the Year 2000.

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RE: *Review and approval of the February 15, 2001, special meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Election of Commission President for the year 2001.*

Douglas Morgan moved and Grady Pettigrew seconded the motion to elect Priscilla R. Tyson president of the Civil Service Commission for the year 2001.

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RE: *Review of the results of the pre-hearing conferences for the following cases:*

1. Marlo M. Gilley vs. *Columbus Public Schools*, Appeal No. 00-BA-0019. *Bus Driver – Discharge – Trial Board scheduled for April 9, 2001.*
2. John C. Byrd vs. *Columbus Public Schools*, Appeal No. 00-BA-0021. *Head Custodian I – Suspension w/o pay and Demotion – Trial Board scheduled for May 7, 2001.*
3. Charles R. Gordon vs. *Department of Public Safety, Division of Police*, Appeal Number 00-CA-0007. *Police Officer – 20-day Suspension – Hearing scheduled for March 26, 2001.*

This item was deferred to later in today's meeting.

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RE: *Rule Revisions*

No Rule revisions were submitted this month.

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RE: *Request of appellant Elizabeth Fulakis to withdraw the appeal she filed with the Civil Service Commission on January 7, 2000 – Appeal Number 00-BA-0001.*

Commissioner Pettigrew moved and Commissioner Morgan second the motion to approve the withdrawal of this appeal.

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RE: *Request of the Civil Service Commission staff to extend the current Firefighter Eligible List for a period of one (1) year, or until replaced by a new Firefighter Eligible List.*

PRESENT: Sheri LaVette, Personnel Administrative Officer

The last administration of the Firefighter exam was conducted in 1999. At that time, 659 individuals were placed on the eligible list, which expires on December 8, 2001. Only twenty-nine individuals have been hired from this list and the Division of Fire anticipates hiring only another twenty-five individuals from this list during 2001. Ms. LaVette presented the Commission's request to extend this list and defer the administration of a firefighter's test until 2002.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Maintenance Electrician (Class Code 489).*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

Mr. Christie presented the request by the Columbus Public Schools to revise the specification for the classification Maintenance Electrician. The recommended revisions were based upon a detailed job analysis and were recommended to update the specification so that current job duties and responsibilities are reflected.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Maintenance Electrician Supervisor (Class Code 490).*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

Mr. Christie presented the request by the Columbus Public Schools to revise the specification for the classification Maintenance Electrician Supervisor. The recommended revisions were based upon a detailed job analysis and were recommended to update the specification so that current job duties and responsibilities are reflected.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Mail Handler (Class Code 098).*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

Mr. Christie presented this request as a result of a detailed job audit and to update the specification so that current job duties and responsibilities are reflected.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Personnel Analysis Supervisor (Class Code 211).*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

Mr. Christie presented this request based upon the need to broaden the classification to incorporate the responsibilities and tasks that have been added and changed over the last twenty-five years since the specification was created.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission Staff to lift the hiring moratorium imposed upon the classification of Action Center Coordinator (Class Code 0860).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira M. Rollins presented the Commission's request to lift the hiring moratorium on Action Center Coordinator. There is currently one position allocated to this classification, which was last reviewed in March of 1998. At the time the hiring moratorium was imposed, the Action Center was to be housed within the Mayor's Office and future positions were to be allocated using the unclassified service.

However, the Action Center is now being moved to the Telecommunications Division, Department of Technology, and future positions will remain part of the classified service. This classification will continue to be used to coordinate the activities of the Action Center. It was therefore recommended that the hiring moratorium previously imposed be lifted for the Action Center Coordinator.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the classification of Action Center Assistant Coordinator, designate the classification as competitive, assign a probationary period of 270 days, and amend Rule XI accordingly.*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira M. Rollins presented the Commission's request to create the classification Action Center Assistant Coordinator. This classification was abolished in March of 2000 when the Mayor's Action Center moved to the Mayor's Office where positions are normally unclassified. However, the Mayor's Action Center has just been moved to the Telecommunications Division, Department of Technology. Positions allocated to the Mayor's Action Center must now be classified. There is no classification in the class plan that adequately fits the duties and responsibilities assigned to an Action Center Assistant Coordinator; therefore, it was requested that this classification be created.

By definition, this classification would be responsible for assisting in the coordination of activities within the Mayor's Action Center. Examples of work were developed to illustrate the types of duties and responsibilities to be performed by this classification. The minimum qualifications require completion of the twelfth school grade and three years of experience providing public or customer service. The knowledge, skills and abilities section were developed to include knowledge, skills, and abilities required for successful performance as an Action Center Assistant Coordinator. It was recommended that the probationary period be assigned 270 days and that the classification be designated with a competitive examination types.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the classification of Community Relations Commission Executive Director (Secretary) (U) [Class Code 0038].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira M. Rollins presented the Commission's request to revise this classification in response to the Commission's commitment to ensure that every classification remains current and not more than five years old. This classification was last reviewed in August of 1995. There is one position incumbent serving in this classification.

Upon discussion with a representative from the department, it was requested that the examples of work section be revised to be more reflective of the work performed and the authority exercised. This was the only revision recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Office Manager, change the probationary period to 365 days, and amend rule XI accordingly (Class Code 1240).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented this request as part of the Commission's objective to review classifications every five years. This classification was last reviewed in February of 1995. There are currently sixteen incumbents in the classification in various departments and divisions of the City.

The definition was revised to more concisely describe the job class and the examples of work were revised to more accurately describe the work performed by incumbents. No revisions were recommended to the minimum qualifications. Revisions to the knowledge, skills and abilities were recommended to encompass the need for considerable understanding of modern office equipment application and operations. Consistent with the job level, scope of responsibility and similar job classes, it was proposed the probationary period be increased from 270 to 365 days. It was recommended the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineering Associate I (Class Code 1031).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission's request to revise the specification for the classification Engineering Associate I. Traffic Engineering Associate I was recently merged into Engineering Associate I. Incumbents in this classification perform a variety of sub-professional civil engineering work. It was recommended that the definition be revised to read "is responsible for performing sub-professional civil or traffic related engineering work such as conducting field investigations, field surveys, and/or compiling data." This revision would reflect the broad range of duties performed by incumbents in the classification. By making this revision to the definition, incumbents in the Engineering Associate I class would not be required to perform both field work and data compilation to be in compliance with the classification specification, but could focus on a specific area or any combination.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the classification Trade and Development Aide (SEASONAL), assign a 180-day probationary period, designate the examination type as noncompetitive, and revise Rule XI accordingly.*

PRESENT: Donald E. White, Personnel Analyst Supervisor

Donald E. White presented the Commission's request to create the classification Trade and Development Aide (SEASONAL). Weed and Nuisance Abatement Program functions are being transferred from the Health Department to the Department of Trade and Development. The Health Department has utilized Public Health Sanitarian Aides to assist sanitarians with the execution of this program. The Department of Trade and Development sees the need to continue to use a support classification, on a seasonal basis, in order to meet program goals. However, some of the duties performed by Sanitarian Aides are unique to the Health Department and will not be performed within the Trade and Development program. The Department of Trade and Development therefore requested the creation of a new classification to provide comparable support for the program functions that are being transferred from the Health Department.

By definition, this classification is responsible for assisting Trade and Development personnel in conducting inspections and performing neighborhood quality program functions. Since this classification is similar to Public Health Sanitarian Aide and is going to be used in a very similar fashion, the minimum qualifications and knowledge, skills and abilities will mirror those of Public Health Sanitarian Aide. A guidelines for class use section is included to indicate that incumbents in this class may only be employed during the months of April through October. It was recommended that the examination be designated noncompetitive and that the probationary period is designated 180 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Ambulatory Services), retitle it to read Public Health Administrator (Infectious Diseases), and revise Rule XI accordingly (Class Code 0255).*

- RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Administrator (Ambulatory Services), retitle it to read Public Health Administrator (Health Assessment, Planning, and Promotion), extend the probationary period to 365 days, and revise Rule XI accordingly (Class Code 0260).*
- RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Administrator (Nursing and Rehabilitation), retitle it to read Public Health Administrator (Home Care and Hospice), extend the probationary period to 365 days, and revise Rule XI accordingly (Class Code 1653).*
- RE: *Request of the Civil Service Commission staff to create the classification of Public Health Administrator (Clinical and Prevention Services), designate the classification as noncompetitive, assign a 365 day probationary period, and to amend Rule XI accordingly.*
- RE: *Request of the Civil Service Commission staff to revise the specification for the classification of Public Health Assistant Administrator (Environmental Health), extend the probationary period to 365 days, and amend Rule XI accordingly (Class Code 0261).*

These items were deferred until next month's meeting.

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RE: *RESIDENCY REQUIREMENT REVIEWS.*

No residency reviews were submitted this month.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

This item was deferred to later in today's meeting.

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RE: *PERSONNEL ACTION.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conferences for the following cases:*

1. *Marlo M. Gilley vs. Columbus Public Schools, Appeal No. 00-BA-0019. Bus Driver – Discharge – Trial Board scheduled for April 9, 2001.*
2. *John C. Byrd vs. Columbus Public Schools, Appeal No. 00-BA-0021. Head Custodian I – Suspension without pay and Demotion – Trial Board scheduled for May 7, 2001.*
3. *Charles R. Gordon vs. Department of Public Safety, Division of Police, Appeal Number 00-CA-0007. Police Officer – 20-day Suspension – Hearing scheduled for March 26, 2001.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ms. Carter appeared before the Commissioners and reported on the results of three pre-hearing conferences conducted earlier today.

Marlo M. Gilley - Bus Driver, Columbus Public Schools, discharge. The basis of Miss Gilley's appeal is to mitigate the discipline. Miss Gilley will appear as a witness on her own behalf. Columbus Public Schools intends to call three witnesses. Mr. Braverman asked to amend the charge and counsel for appellant did not object. Columbus Public Schools will follow up with a written motion to amend the charge. There are three or four exhibits to be entered into the record. The appellant anticipates forty minutes to present its case and the Columbus Public Schools anticipate two hours to present their case. It is possible this case could be settled and if so, notification will be forwarded to the Civil Service Commission by March 9, 2001.

John C. Byrd - Head Custodian I, Columbus Public Schools, demotion and twenty day suspension. The appeal was filed on the merits. Mr. Drabick, who is representing the appellant, intends to call four witnesses. Mr. Braverman, who is representing Columbus Public Schools, intends to call one witness. Mr. Braverman's case is estimated to take about one hour and Mr. Drabick estimates his case will take about two hours. This case is not likely to settle.

Charles R. Gordon - Police Officer, twenty-day suspension. John Waddy is representing Officer Gordon and Pamela Gordon is representing the City. The basis of this appeal is to mitigate the discipline and on the merits. The City expects to call four witnesses and Mr. Waddy will call the appellant and three or four other witnesses. Several exhibits will be submitted. Mr. Waddy anticipates his case will take three to four hours and the City expects their case to take three or four hours. Mr. Waddy may have a conflict with this hearing and a separate trial date and will notify the Commission as soon as he is notified.

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The Commission recessed its meeting at 1:30 p.m. to consider deferred items.

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The Commission reconvened its meeting at 1:50 p.m.

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RE: *Review and approval of the February 15, 2001, special meeting minutes.*

The minutes were approved as written.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

Review of the appeal of Ronda Wooden regarding the disapproval of her application for the Account Clerk examination at the Columbus Public Schools - Appeal No. 01-BA-0001.

The Commission reviewed the appeal filed by Ms. Wooden regarding the disapproval of her application for the Account Clerk examination at the Columbus Public Schools. Due to inconsistencies on Ms. Wooden's application, the Commission upheld the disapproval of her application and dismissed her appeal without a hearing.

Review of the appeal of Donna Wheat regarding the action of the Columbus Public Schools suspending her for three days from the position of Custodian II - Appeal No. 01-BA-0002.

The Commission reviewed the appeal filed by Ms. Wheat regarding her suspension for three workdays from the position of custodian II at the Columbus Public Schools. Section 124.34(B) of the Ohio Revised Code provides that a school employee serving in the classified service may appeal a suspension of more than three workdays. Since her suspension was not more than three workdays, the Commission decided to dismiss her appeal without a hearing because it lacks jurisdiction over the appeal.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Police Communication Technician Applicants
Removed During the Prescreening Process
February 26, 2001

James L. Harris

Substance Abuse (H.1)

The Commission reviewed James L. Harris' file and decided he would not be permitted to take the entry-level police officer examination.

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RE: *Request of the Civil Service Commission staff to deem Patricia Spaulding eligible for the Preferred Eligible List for the Account Clerk examination in accordance with Rule X(G)(1)(b)[Class Code 1230].*

A motion to approve the request was made, seconded, and passed unanimously.

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The Commission adjourned its meeting at 1:51 p.m.

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Priscilla R. Tyson, Commission President

March 26, 2001

Date